**PINKINA PARIDA**

Contact no. +918658333625

E-mail: [pinkinaparida@gmail.com](mailto:pinkinaparida@gmail.com)

**CAREER OVERVIEW**

* Acquired knowledge & understanding of various related subjects and gained practical knowledge through industrial visits.
* An Effective Communicator with excellent team player, strong analytical, leadership and organizational skills.
* Ability in learning new concepts quickly, works diligently coping with all types of work atmospheres.
* Ability to work accurately and pay attention to details.
* Goal driven professional and ready to take up challenges.

**ACADEMIC**

* **MFC** (**MASTER OF FINANCE AND CONTROL**), BJB autonomous college.BBSR, 2016.
* **B.COM** (**BACHELOR OF COMMERCE)**S.V.M autonomous college,jagatsinghpur,2014.
* **12th Finished** From Rama Devi Junior College, Bhubaneswar, 2011.
* **10th** from J.N. High School, jagatsinghpur (BSE Board) in the year 2009.

**PROFESSIONAL PREFACE**

**Company : ADHIKAR MICROFINANCE PVT. LTD.(From July,2017 to july 2019)**

**Designation : Accounts executive.**

**Company : VENTURA SECURITIES LTD. - 2years(2015 to 2017)**

**Designation : Relationship Officer.**

**Job Role :**

* Prepares daily receipt and payment report.
* Prepares asset, liability,and capital account entries in tally.
* Bank reconciliation.
* Prepares payments by verifying documentation, and requesting disbursements.

**IT EXPOSURES**

* Internet, MS Office (Word, Excel. PowerPoint),TALLY (9.0).

**BEYOND CURRICULUM EXTRA CURRICULAR ACTIVITY**

* Active role playing in organizing events of the college.
* Actively participating in college’s level organized CULTURAL Events.

**PERSONAL DOSSIER**

**Nationality** : Indian

**Date of Birth :** 02nd June 1994

**Sex**  : Female

**Address (PERMANENT) :** D/o- Sri. Dhruba Charan Parida

At- Kimilo , Po-Jirailo , Erasama,

Dist- Jagatsinghpur,

Odisha , Pin- 754139

**Linguistic abilities :** English, Hindi, Oriya, Bengali.

**DECLARATION**

I hereby declare that all the information details stated above are true to my belief and knowledge.

**DATE :**

**PLACE :**

**SIGNATURE OF APPLICANT**